

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING

NOTICE
NO. 33-57


24 October 1957

SUBJECT: Contacts with Non-Government Organizations

1. I have received the following memorandum dated 3 October 1957 from the Deputy Director (Support):

"At the 25 September Staff Meeting I stressed the importance of adhering to the policy of touching base with the local Contact Office before calling upon business firms and non-Government organizations. It is requested that Office Heads and Staff Chiefs call this matter to the attention of all personnel who may have occasion to make such contacts. For your information and guidance there is attached a copy of the Contact Division Field Directory which lists Contact Offices and Agency personnel in charge."

2. The Processing Section of the Registrar Branch, OTR, will retain custody of the Field Directory and will advise OTR personnel regarding coordination with local Contact Offices when appropriate.


MATTHEW BAIRD
Director of Training

25X1A

Distribution:

School, Staff, Branch, Section Chiefs,
and Chief Instructors/OTR

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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